Basic Brief 9 June 2004

MMOA-4

OFFICER COUNSELING AND EVALUATION

Maj Maney

Outline

- **Overview**
- Reporting Senior Issues
- Reviewing Officer Issues
- Additional Issues and Information

MMOA-4 Mission

- Counseling to regular and reserve officers on active duty – CWO2 - LtCol
  - Reasonable explanations for failure of selection
  - Career planning and MOS counseling
- Provide advisory opinions for the Board for Corrections of Naval Records (BCNR)
- General Officer Inquiries (GOI)

Background

- Established in 1999 to:
  - Stop inflation
  - Stop rank ordering
- Executive Offsite Decision – Sept 02
  - To retain current PES without modifications
  - Educate Marines on the Performance Evaluation System (PES)

PES Objectives

- Accurate reporting
  - Assigned duties
  - During a designated period
  - Based on Marine Corps standards
- Preventing inflation
- Providing information for selection boards
- Timely receipt & complete records
- Honest, consistent reporting is the key

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Relative Value

A numerical representation of how the average of a single fitness report compares to the average of all reports written by an RS on Marines of the same grade

Relative Value

- Assists in evaluating the RS's marking philosophy
- Quantitative analysis of performance in relation to peers
- Only one of many items on the report

Calculating the Report Average

As it appears on the MBS:

PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME	DEC	JUD	EVAL RESP
E	D	C	C	C	D	C	C	D	C	B	C	C	H

As it translates numerically: (A=1 to G=7, Not Obs H = 0)

PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME	DEC	JUD	EVAL RESP
5	4	3	3	3	4	3	3	4	3	2	3	3	0

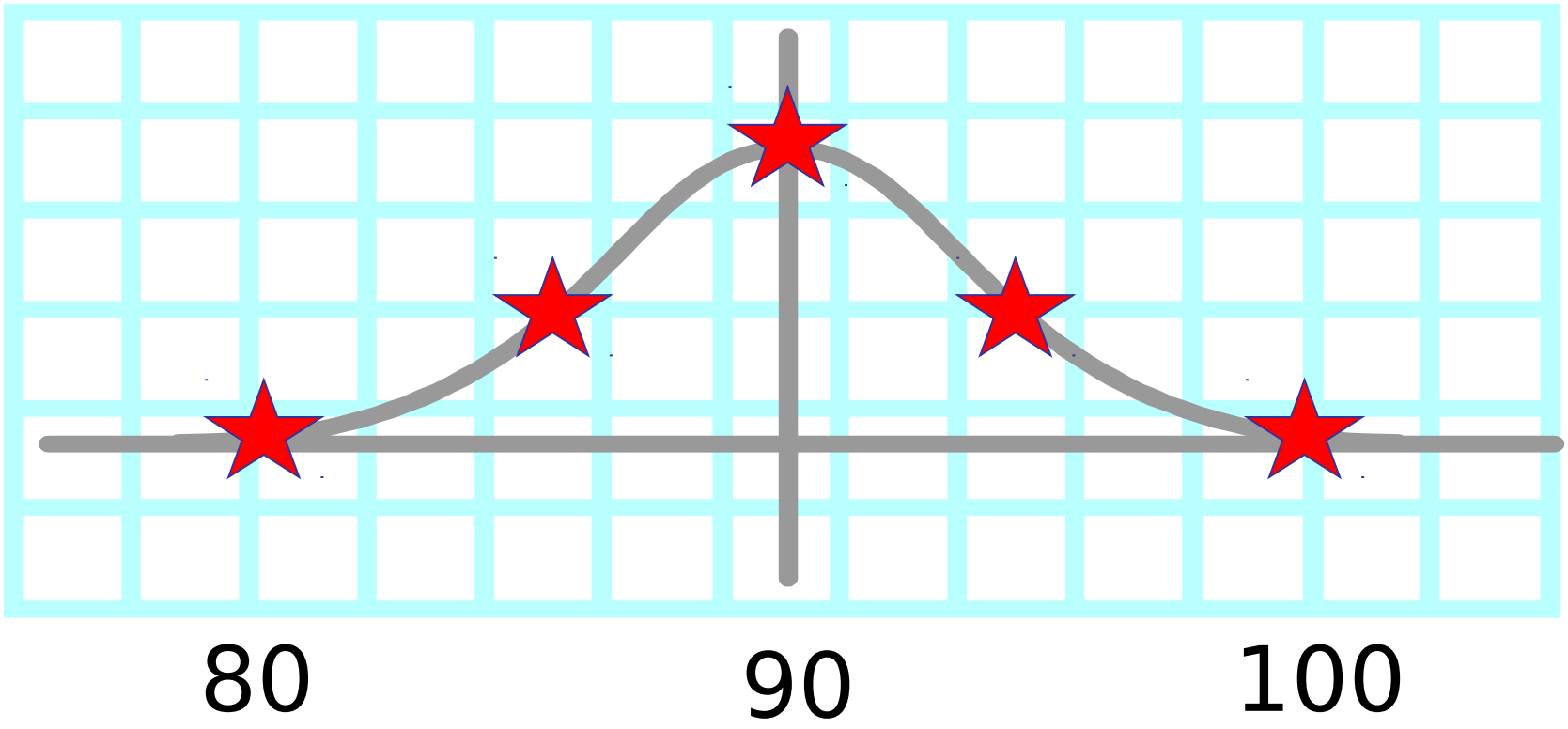
Add the marks - 43

Divide by # of observed marks -

43/13 = 3.31

FitRep Avg = 3.31

Scale from 80 to 100



How is RV Displayed on your Master Brief Sheet?

#RPTS @PROC	REL VAL @ PROC	#RPTS CUM	REL VAL CUM	RO CONCURS	
				Y	N
8	**90.49**	**10**	**89.91**	X	

FitRep Avg: 3.31 4.36

RS Cum Avg: 3.31

RS High:

The specific fitrep

The RS's avg for **all** reports written on this **grade**

Best report on this grade (Rt side of curve=100%)

Relative Value on the MBS

NAME	SSN	GRADE	RANK DESCRIPTION	DOR	COMP	LINEAL NO	PMOS	AMOS-AMOS	GT/GCT	PERM GR	PERM DOR
MARINE IAM A.	123456789	O4	MAJ	19990501	USMC	05060000	0302	9957 /	119	O4	19990501

DOB	DEAF	PEBD	AFADBD	AC NAV BD	ACC 1ST COMM	DOR 1ST COMM	DOR 1ST LDO	DSG PILOT	DCADB	EAS	DCTB	OSCD	CONTRACT LEGAL
19640114	19880823	19880823	19890206		19890414	19890414			19880613		20010613	19940714	NONE. ALL RE

DECORATIONS		MILITARY EDUCATION				CIVILIAN EDUCATION	LANGUAGES
MM 1		COMMAND AND STAFF NAVA	2002	WARFIGHTING SKILLS PRO	1994	MILITARY SCIENCE	UNKNOWN
NC 2		COMMAND & STAFF 8700	2001	INFANTRY OFFICER (TBS)	1990	MASTER'S	
NA 1		MAGTF/MCPP 8845	2001	BASIC SCHOOL	1990	17	
		AWS PHASE II	1999	OCC, MCS	1989		
		AWS PHASE I	1999				
		SUMMER MOUNTAIN LEADER	1996				

SPL INFO: A C0 HQ BN HQMC; SCTY: S/2/19900412; JT-MOS: ; Date: 11/18/2002

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MONITORED COMMAND / ORGANIZATION/SCHOOL / REPORTING SENIOR	DUTY ASSIGNMENT / GRADE TYPE DUTY BILMOS / REVIEWING OFFICER	OCC	BEGIN / END DATE	MISSION PER	MISSION PRO	CHARACTER COU	CHARACTER EFF	CHARACTER INI	LEADERSHIP LEA	LEADERSHIP DEV	LEADERSHIP SET	LEADERSHIP ENS	LEADERSHIP COM	INTELLECT PME	INTELLECT DEC	INTELLECT JUD	EVAL RESP	PROMOTION Y	PROMOTION N	PROMOTION NA	PROMOTION ACC
1	RIFLE COMPANY COMMANDER	GC	19980801	E	E	E	E	E	E	D	E	D	E	E	E	E	E			X	
COMPANY I, 3D BATTALION,	CAPT N 0302		19990431																		
LTCOL JOHNSON																					
	COL BECKER			RO:	0/1	1/2	4/3	10/4	11/5	7/6	2/7	0/8									
2	BATTALION OPERATIONS OFFIC	CH	19990501	C	D	D	D	D	D	D	D	C	D	B	D	D	C	X			
3RDBN 2NDMAR 3RDMARDIV	MAJ N 0302		19990826																		
LTCOL JOHNSON																					
	COL BECKER			RO:	0/1	0/2	6/3	10/4	10/5	4/6	1/7	0/8									
3	BATTALION OPERATIONS OFFIC	TR	19990827	C	B	C	C	B	B	B	C	C	B	B	C	C	C	X			
3RDBN 2NDMAR 3RDMARDIV	MAJ N 0302		20000702																		
LTCOL MORGAN																					
	COL BECKER			RO:	0/1	0/2	6/3	10/4	10/5	4/6	1/7	0/8									
4	STUDENT	TR	20000701	D	D	H	H	H	H	H	H	H	H	H	H	H	H	X			
COLLEGE OF NAVAL COMMA	MAJ A NA		20010615																		
COL STEIN																					
	RDMU ALLEN			RO:	0/1	0/2	0/3	2/4	3/5	2/6	1/7	0/8									
5	CURRENT OPERATIONS	AN	20010616	E	D	E	D	E	D	C	D	D	D	E	D	D	H	X			
HQSVC CO HQBN ARLINGTO	MAJ N 0302		20020630																		
COL WRIGHT																					
	BGEN TURNER			RO:	0/1	0/2	0/3	7/4	19/5	12/6	0/7	0/8									

REPORT SUMMARY							
COM	ADV	#RPTS @PROC	REL VAL @ PROC	#RPTS CUM	REL VAL CUM	RO CONCURS Y	RO CONCURS N
X		9	91.95	11	90.68	X	
FitRep Avg: 4.86			RS Cum Avg: 4.78		RS High: 5.86		
		7	83.59	7	83.59	X	
FitRep Avg: 3.64			RS Cum Avg: 4.06		RS High: 4.71		
		3	93.92	5	94.44	X	
FitRep Avg: 2.57			RS Cum Avg: 2.46		RS High: 2.71		
			N/A		N/A		
FitRep Avg:			RS Cum Avg: 4		RS High: 4		
		1	N/A	4	85.51	X	
FitRep Avg: 4.23			RS Cum Avg: 4.52		RS High: 5.15		

Items to be Aware of

- Occasions that do not result in an RV
  - Not Observed, Extended, Academic, End of Service
- Low numbers of reports for a grade
- Multiple reports on one MRO
- Short reporting periods
- Beginning a new rank
  - Separate profile for each rank
  - Be consistent
  - Use the scale – do not mark everyone the same

Final RS Issues

- Consistent reporting is the key
- Half the reports you write will be below your average
- If you mark a report higher to help a Marine you are really hurting all the other Marines you have written on
- A Sgt report is as important as any other report

New “List” RS Profile

Reporting Senior
Fitness Report List

COL JOHNNY B. GOODE

Reporting Senior SSN: 000000000

As of: 20030602

MRO SSN (Last Four)	Last Name	From Date	To Date	Occ	FitRep Avg
LTCOL					
1234	Smith	01 Dec 01	08 Jun 02	AN	4.85
2235	Jones	01 Oct 01	30 Nov 01	TR	4.36
3456	Thomas	01 Dec 00	17 Sep 01	TR	2.92
4432	Brown	01 Sep 99	30 Nov 00	GC	2.54
MAJ					
9876	Green	22 Jan 01	20 Jun 01	AN	5.79
8765	Black	01 May 02	31 Aug 02	CH	5.07
7676	White	01 Jul 01	01 Oct 01	GC	4.85
7676	White	03 Jul 00	30 Jun 01	AN	

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Reviewing Officer "Snapshot"

As it appears on the OMPF :

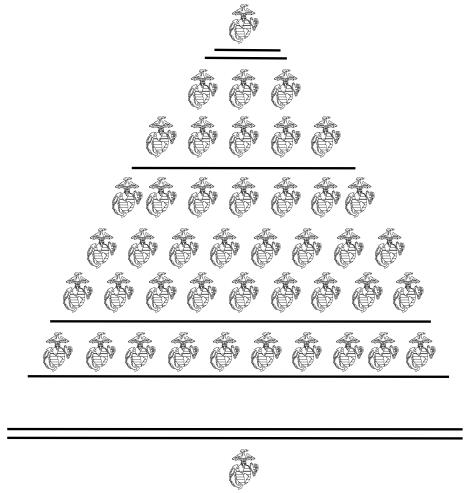
K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: ☒ Sufficient ☐ Insufficient

2. EVALUATION: ☒ Concur ☐ Do Not Concur

3. COMPARATIVE ASSESSMENT: Provide a comparative assessement of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personnally.

DESCRIPTION		COMPARATIVE EVALUATION
THE EMINENTLY QUALIFIED MARINE	☐	0
ONE OF THE FEW	☐	2
EXCEPTIONALLY QUALIFIED MARINES	☐	7
ONE OF THE MANY HIGHLY QUALIFIED	☒	10
PROFESSIONALS WHO FORM THE	☐	10
MAJORITY OF THIS GRADE	☐	4
A QUALIFIED MARINE	☐	1
UNSATISFACTORY	☐	0



4. REVIEWING OFFICER COMMENTS: Justify your comparative assessment mark; evaluate potential for continued professional development to include: promotion, command, assignment, resident PME, and retention; and put Reporting Senior marks and comments in perspective.

RO distribution on the MBS

As it appears on the MBS:

RO: 0/1 1/2 4/3 10/4 11/5 7/6 2/7 0/8

As it appears in the OMPF :

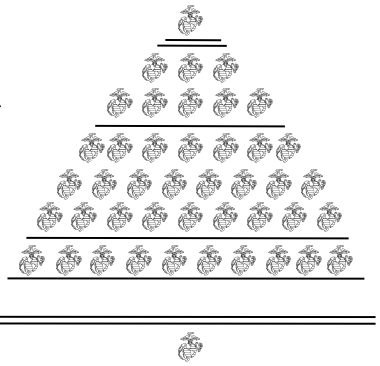
K. REVIEWING OFFICER COMMENTS

1. OBSERVATION: [x] Sufficient [ ] Insufficient

2. EVALUATION: [x] Concur [ ] Do Not Concur

3. COMPARATIVE ASSESSMENT : Provide a comparative assessement of potential by placing an "X" in the appropriate box. In marking the comparison, consider all Marines of this grade whose professional abilities are known to you personnally.

DESCRIPTION		COMPARATIVE EVALUATION
THE EMINENTLY QUALIFIED MARINE	[ ]	(8) 0
ONE OF THE FEW	[ ]	(7) 2
EXCEPTIONALLY QUALIFIED MARINES	[ ]	(6) 7
ONE OF THE MANY HIGHLY QUALIFIED	[x]	(5) 10
PROFESSIONALS WHO FORM THE	[ ]	(4) 10
MAJORITY OF THIS GRADE	[ ]	(3) 4
A QUALIFIED MARINE	[ ]	(2) 1
UNSATISFACTORY	[ ]	(1) 0



4. REVIEWING OFFICER COMMENTS: Amplify your comparative assessment mark; evaluate potential for continued professional development to include: promotion, command, assignment, resident PME, and retention; and put Reporting Senior marks and comments in perspective.

RO Distribution on the MBS

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				PER	PRO	COU	EFF	INI	LEA	DEV	SET	ENS	COM	PME	DEC	JUD		Y	N	NA	ACC	COM	ADV	#RPTS @PROC	REL VAL @ PROC	#RPTS CUM	REL VAL CUM	RO CONCURS Y	RO CONCURS N
1	RIFLE COMPANY COMMANDER	GC	19980801	E	E	E	E	E	E	D	E	D	E	E	E	E	E			X		X		9	91.95	11	90.68	X	
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4	STUDENT	TR	20000701	D	D	H	H	H	H	H	H	H	H	H	H	H	H	X						N/A		N/A		
COLLEGE OF NAVAL COMMA	MAJ A NA																												
COL STEIN			20010615																			FitRep Avg:		RS Cum Avg: 4		RS High: 4			
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5	CURRENT OPERATIONS	AN	20010616	E	D	E	D	E	D	C	D	D	D	E	D	D	H	X					1	N/A	4	85.51	X	
HQSVC CO HQBN ARLINGTO	MAJ N 0302																												
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	BGEN TURNER			RO: 0/1		0/2			0/3		7/4		19/5		12/6		0/7		0/8										

Final RO Issues

- Provide the experienced leadership and perspective
- Responsible for supervising and enforcing the reporting standards
- Don’t force a RS to “break” their profiles
- Evaluate RSs on their own evaluation responsibilities
- Ensure the Senior Enlisted are involved and providing input to the process
- Don’t blindly take marking recommendations
  - “below, with, above the pack”

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- **Additional Issues and Information**

Comments

- Justification of marks
- Directed comments
- Inappropriate comments
- Performance and potential
- Appropriate recommendations
- Comparison to peers

Adverse Reports

- PES Order chapter 5 defines
- Below average RV does not = adverse
- Negative and qualifying statements make a report adverse
- RO can make report adverse
- Third officer sighting

MRO Counseling

- Report is not a counseling tool
- MRO worksheet is a requirement
  - Set the standard
- Write meaningful billet accomplishments
- Provide the MRO a copy

Ordering Profiles / OMPFs

- OMPF now on CD
- Order OMPF/MBS/Profiles by:
  - E-mail (preferred)
    - mmsbompf@manpower.usmc.mil
  - Fax
    - DSN 278-5792
  - Mail
    - Commandant of the Marine Corps
      Headquarters, U.S. Marine Corps (MMSB-30)
      2008 Elliot Road
      Quantico, VA 22134-5030

Record Assistance

- MMSB-30
  - https://www.mmsb.usmc.mil
  - DSN 278-3995
- Officer Counseling
  - USMC website – Career; Marines; Counseling; Officer
  - 1-800-634-7988
- Enlisted Counseling
  - USMC website – Career; Marines; Counseling; Enlisted
  - 1-800-833-2320
- Performance Evaluation Review Branch (MMER)
  - DSN 278-9204/9205

Taking Care of your Marines

- Ensure records are accurate, complete and readable
  - MBS and OMPF
  - Enlisted Marine’s records are the responsibility of the commander
- Photo – Local CVIC
- PME Complete

Bottom Line

- Honesty and consistency are the key
- Use the MRO Worksheet
- Mark with your heart, but use your head
- ROs must ensure reports are consistent, accurate and unbiased evaluations

Questions ?